

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 5350.4C CH-3
PERS-66 OCT 15 2003

OPNAV INSTRUCTION 5350.4C CHANGE TRANSMITTAL 3

From: Chief of Naval Operations

To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: DRUG AND ALCOHOL ABUSE PREVENTION AND CONTROL

Encl: (1) Revised pages 19, 20, enclosure (1) page 8, and enclosure (2) page 8

1. Purpose. to change reporting requirements on submission of Drug and Alcohol Abuse Reports (DAARs).

2. Action. Remove pages 19, 20, enclosure (1) page 8, and enclosure (2) page 8 and replace with enclosure (1) of this change transmittal.

G. L. HOEWING
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower and Personnel)

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- R) (including their families) and on their careers. It is absolutely essential that members understand they are fully responsible and will be held accountable for their actions. Personal responsibility means no drinking and driving, no drinking to the extent that it impairs judgment, no public drunkenness, and absolute compliance with the provisions in this instruction, and with the local laws for purchase, possession, and use of alcoholic beverages. The ultimate responsibility lies with the members.

9. Reports and Forms

a. Reports. The following reports are approved per SECNAVINST 5214.2B:

- R) (1) The Drug and Alcohol Abuse Report (DAAR) required by paragraph 71 (19) and enclosure (1), paragraph 8b is assigned Report Control Symbol OPNAV 5350-2. OPNAV 5350/7, Drug and Alcohol Abuse Report shall be mailed to

A) Navy Personnel Command
ADMITS Processing Office (PERS-60F)
5720 Integrity Drive
Millington, TN 38055-6000

(2) The Report of Laboratory Urinalysis required by enclosure (2), appendix B, paragraph 4f is assigned Report Control Symbol OPNAV 5350-4.

- R) b. Forms. Following forms may be obtained from Navy Supply System per CD-ROM NAVSUP P600 (NLL) or by visiting "Navy Forms Online" at <http://forms.daps.dla.mil>. Obtain DD Forms at <http://web1.whs.osd.mil/ICDHOME/NICDHOME.HTM>.

- R) (1) OPNAV 5350/1 (4-90), Drug and Alcohol Abuse Statement of Understanding.

- R) (2) OPNAV 5350/7 (9-96), Drug and Alcohol Abuse Report.

- R) (3) DD 2624 (2-98) Specimen Custody Document - Drug Testing.

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R) (4) DD 1384 (10-00), Transportation Control and Movement Document.

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- R) a. Complete all disciplinary/administrative actions if practicable.
 - b. Submit the DAAR form (OPNAV 5350/7)
 - c. Execute a page 13 entry (appendix A).
 - R) d. Ensure members have a complete seabag for residential treatment, orders, and records (pay, service, medical dental, screening file) upon their departure to the treatment facility. Seal all records to deter tampering.
 - e. Personnel assigned to nuclear power, air traffic control, Personal Reliability Program (PRP) and other special programs may be suspended or decertified per references (f) and (g). The specific program manager shall be consulted for guidance regarding suspension, decertification, and reinstatement.
9. Program completion. Upon satisfactory completion of treatment by the member, the command shall:
- a. Execute a Program Completion Statement (appendix B),
 - b. Monitor aftercare plans,
 - c. Explain to member requirements for reinstatement to special programs, and
 - R) d. Submit an OPNAV 5350/7 on all Navy personnel who satisfactorily complete treatment at any treatment facility other than the Navy.

10. Disposition of Navy Accessions. Officer and enlisted accessions shall be disciplined for offenses in the same manner as any other member. Differences in administrative handling follow:

- a. Any enlisted person determined to be alcohol dependent with 180 days of entry on active duty may be processed for administrative separation as a "Defective and Fraudulent Enlistment" if the evidence shows that the member concealed a disqualifying pre-service alcohol incident history. Absent such

Enclosure (1)

training and "A" schools or the first module of other training subsequent to completion of recruit training. COs of "A" schools, apprentice training, and officer students in warfare/staff specialty entry schools are authorized to exceed urinalysis quotas described in paragraph 6 of this enclosure.

6. Unit Quotas

a. While unit commanders, COs, OICs, and physicians have the authority to order as many urinalyses as are deemed necessary, NAVDRUGLABs have a finite capacity. It is necessary, therefore, to regulate the submission of urine samples to the laboratories.

R) (1) NAVPERSCOM (PERS-6) shall be the responsible authority for laboratory and quota management, and shall coordinate quota assignments and assess the distribution of samples among the NAVDRUGLABs.

R) (2) Random sampling of small numbers of personnel on a frequent basis provides best results. This process reduces the predictability of command testing and raises the perceived risk of detection. Each command shall submit to the NAVDRUGLABs samples from 10 to 20 percent of its assigned personnel monthly. All types of testing (search and seizure, inspection, fitness for duty, etc.) are applied toward a unit's quota. Commands shall submit one unit sweep of all assigned personnel per fiscal year.

R) (3) Except for unit sweeps, submissions in excess of 40 percent of assigned personnel in any given month require Echelon 3 prior approval.

(4) Navy has developed the Navy Drug Screening Program (NDSP) to assist local commands in administering their urinalysis testing program. NDSP is a computer-based application that requires at least Windows 3.1 and a 386/33mhz microprocessor to run. NDSP enables COs to establish monthly drug testing parameters. Once parameters have been set, NDSP randomly selects the test day and individuals to be tested. Use of NDSP minimizes the opportunity for cheating or gaming the urinalysis system while maximizing the deterrent effect by keeping the test days unpredictable.

Enclosure (2)